

CHAPTER 6

Authorizing Services

After the Consumer Assessment Team completes the ICF/ID Level of Care, there are three (3) possible enrollment scenarios.

1. If the child meets LOC and is currently Medicaid eligible, they will be awarded a PDD Waiver slot.
2. If the child meets LOC but Medicaid eligibility has not yet been determined, they will be awarded a Temporary State Funded Slot and a PDD Waiver slot.
3. If the child does not meet LOC, they will be awarded a State Funded slot.

PDD Waiver Slot: The Child Meets LOC and is Medicaid Eligible

If a child meets ICF/ID Level of Care as determined by the Consumer Assessment Team, and is currently Medicaid eligible, and the **PDD Waiver Freedom of Choice (PDD Form 2)** has been completed by the parents and returned to the District I Waiver Coordinator by the Case Manager, the child will be awarded a PDD Waiver slot by the District I Waiver Coordinator. Once enrollment has been confirmed, the District 1 Waiver Coordinator will notify the child's Case Manager.

Authorize Case Management

The Case Manager should perform the following tasks when notified by the Waiver Coordinator that the child has been enrolled in the PDD Waiver:

1. Update the child's Support Plan to reflect the need for Case Management services.

Note: For guidance on wording for the Support Plan, refer to the section PDD Program Sample Needs located in Chapter 13.

2. Update the child's waiver budget to reflect 12 units of Case Management per budget year. While updating the budget, the Case Manager should also provide the requested Third Party Liability information by checking the appropriate box at the top of the child's budget page on CDSS.
3. Complete the **Authorization for PDD Waiver Case Management Services (PDD Form 11)**. This document must be completed annually and be approved by the authorizing Case Manager's supervisor on or before the Authorization Effective Date. This authorization does not need to be forwarded to any other entities and should be placed in the child's file.
4. Confirm that the information provided earlier by the parents/legal guardians pertaining to **Consumer Insurance Verification (PDD Form 42)** and the **Pre Assessment Information Form (PDD Form 43)** is still accurate.

5. Provide the parent/legal guardian with information on all EIBI qualified providers in the State of South Carolina and give guidance on which providers are in close proximity to the parent's/legal guardian's community.
6. Determine the parent's/legal guardian's interest in the Responsible Party Option.

Authorize the Initial Assessment

Once the parent/legal guardian has selected an EIBI Qualified Provider, the Case Manager will:

1. Update the child's Support Plan to indicate the need for an EIBI Assessment.
2. Update the child's waiver budget to reflect an Assessment is to be authorized.
3. Authorize the Assessment by completing the Assessment portion of the **Authorization for EIBI PDD Waiver Services (PDD Form 12)**.

Note: The Service Authorization Number on the authorization for services starts with "PDD" followed by the Case Management Provider's three (3) digit Provider Number. Then you number them sequentially starting with '001'.

- Prior to sending the **Authorization for EIBI PDD Waiver Services (PDD Form 12)** to the EIBI Provider selected by the child's parents, the Case Manager must confirm the EIBI Provider has agreed to accept the case. If the Provider accepts the case, the **Authorization for EIBI PDD Waiver Services (PDD Form 12)** and a copy of the child's **Consumer Insurance Verification (PDD Form 42)** must be sent to the EIBI Provider and a copy to the Autism Division PDD Consultant by fax, e-mail scan or regular mail.

Note: Under no circumstance is an EIBI Provider to maintain a "waiting list" of children. If the Provider cannot provide all EIBI components within the designated time periods, the Provider should not take the case.

- It is required that EIBI Providers ensure the timely completion of the Assessment.
 1. When completing the authorization for an Assessment, the Case Manager must provide an Assessment Authorization Effective Date. This establishes the parameters of the 30 day period for the EIBI Provider. This authorization only covers the Assessment.
 2. When an EIBI Provider accepts a case, the Provider must complete the Assessment within 30 days of the Assessment Authorization Effective Date. Completion means the Assessment report is written and disseminated to all necessary parties.
 3. Once the Assessment is completed (per the aforementioned definition), the Provider may bill for payment. No billing should take place until all authorized Assessment services have been rendered.
 4. If the authorization is not accepted or the Assessment can not be completed within the required time frame, the Case Manager will contact the parent/legal guardian to determine

if they want to continue waiting or select another Provider. All contacts must be documented in the child's file by the Case Manager.

- During their monthly contact, if the Case Manager does not see evidence of progress towards completion of the Assessment, the Case Manager will inform the family of other EIBI Qualified Providers and, suggest that the family consider selecting another Provider who can render the service more quickly.

Once the EIBI Qualified Provider completes the Assessment, the Provider will send a copy to the child's Case Manager and the Autism Division PDD Consultant. The Autism Division PDD Consultant will have five (5) working days to:

- Review the Assessment report and determine the number of units that will be authorized for EIBI Line Therapy services.
- Update the child's budget to include EIBI Program Development & Training, EIBI Plan Implementation, and EIBI Lead Therapy and EIBI Line Therapy. The Autism Division PDD Consultant will send the Case Manager a confirmation e-mail when the budget has been updated.

Authorize EIBI Program Development & Training/EIBI Plan Implementation/EIBI Lead Therapy/EIBI Line Therapy

Once the Case Manager receives notice that the child's budget has been updated by the Autism Division PDD Consultant, the Case Manager will have five (5) working days to:

1. Update the child's Support Plan to reflect the need for EIBI Program Development & Training, EIBI Plan Implementation, and EIBI Lead Therapy and EIBI Line Therapy.
2. Authorize EIBI Program Development and Training, EIBI Plan Implementation, EIBI Lead Therapy and EIBI Line Therapy for the child by completing the corresponding portions of the **Authorization for EIBI PDD Waiver Services (PDD Form 12)**. Once completed this document must be faxed to the EIBI Qualified Provider selected by the parent/legal guardian.
 - It is required that EIBI Providers ensure the timely completion of the EIBI Program Development and Training component and implement other EIBI services.
 1. The Provider will have 30 days to complete this component and initiate the other services. When completing the authorization, the Case Manager must provide a Program Development and Training Authorization Effective Date. This establishes the parameters of the 30-day period for the EIBI Provider.
 2. Within 30 days of the Program Development and Training Authorization Effective Date, the Provider is expected to complete the Program Development and Training component (i.e. develop an individualized plan, identify a Lead Therapist for the child, and hire and train sufficient number of Line Therapists to provide established EIBI hours). Although the Plan Implementation, Lead Therapy, and Line Therapy are authorized, they should not be provided until Program Development has been completed and Training is conducted for the family members and EIBI therapists.

3. Once the EIBI Program Development and Training have been completed, the Provider may bill for payment. No billing should take place until all authorized EIBI Program Development and Training services have been rendered. If the Provider is unable to complete the Program Development and Training within the required time frame, they must inform the child's Case Manager in writing before the 30 day period has passed.

Note: The Case Manager will be responsible for monitoring the EIBI services provided as stipulated in Chapter 8, Case Management Services.

Temporary State Funded Slot: The Child Meets LOC but is not yet Medicaid Eligible

If a child meets ICF/ID Level of Care as determined by the Consumer Assessment Team but is not yet Medicaid eligible, the child may be awarded a Temporary State Funded Slot **and** a PDD Waiver slot. Establishing Medicaid eligibility is a lengthy process that may take up to 90 days to complete. In an effort to address the concern surrounding the length of time it takes to complete the Medicaid eligibility process, Case Managers can offer parents the option to receive Temporary State Funded services while the parents await Medicaid eligibility determination and/or enrollment by DHHS. Enrollment in the Temporary State Funded Program works as follows:

1. Once CAT completes its review and it is determined that the child meets Level of Care, the District I Waiver Coordinator will instruct the Case Manager to assist the parents with completion of the **Freedom of Choice (PDD Form 2)**.
2. When the Case Manager presents the Freedom of Choice, they should also:
 - Explain the **PDD Waiver Acknowledgement of Rights and Responsibilities (PDD Form 1-A)**, **PDD Program Consumer Insurance Verification (PDD Form 42)**, and the **PDD Program Pre Assessment Information Form (PDD Form 43)**. These are explained in detail in Chapter 5, Freedom of Choice.
 - Explain the Temporary State Funded Option. If the parents want to participate, they must read and sign the **Temporary State Funded Program Enrollment Agreement (PDD Form 44)**. This document is explained in detail in Chapter 13, Miscellaneous.
 - Provide the parent/legal guardian with information on all EIBI Qualified Providers in the State of South Carolina and give guidance on which providers are in close proximity to the parent/legal guardian's community.

Note: If the parents/legal guardians decline to participate in the Temporary State Funded Program, no EIBI services will be authorized until the child obtains Medicaid eligibility or receives a written denial from Medicaid.

3. When the **Freedom of Choice (PDD Form 2)** and **Temporary State Funded Program Enrollment Agreement (PDD Form 44)** are returned to the District I Waiver Coordinator, the child will be enrolled in the Temporary State Funded Program.

4. Once the Case Manager receives notification from the District I Waiver Coordinator of the Temporary State Funded enrollment, the Case Manager should:
 - Update the child's Support Plan to reflect the need for an EIBI Assessment
 - Update the child's State Funded budget on CDSS to:
 1. Reflect 12 units of Case Management per budget year. Although Case Management services is not an authorized service for children enrolled in the PDD State Funded Program, it should still be reflected in the child's budget. Case Management for children enrolled in the PDD State Funded Program is billed as regular Targeted Case Management.
 2. Provide the requested Third Party Liability information by checking the appropriate box at the top of the child's budget page.
 3. Reflect an Assessment is to be authorized.
 - Authorize the Initial Assessment by completing the **Authorization for Temporary EIBI State Funded Program Services (PDD Form 33)**.
 1. Providers must adhere to the same time frames as outlined above in the section pertaining to children receiving PDD waiver services.
 2. If the child's Medicaid eligibility has not been determined after the Initial Assessment has been completed, the Case Manager should authorize the next EIBI components using the form **Authorization for Temporary EIBI State Funded Program Services (PDD Form 33)**.

The Case Manager should ensure the parents understand the **Temporary State Funded Program Enrollment Agreement (PDD Form 44)** and how this option works. It is important that the parents know this is a temporary program and, that they must work with the Case Manager, the Sponsored Workers, and any other individuals that are pursuing Medicaid eligibility for their child. This option is only good for 90 days and will be terminated after 90 days or sooner if the parents/legal guardians fail to cooperate with the Sponsored Workers.

Once the child obtains Medicaid eligibility, they will be disenrolled from the Temporary State Funded Program using the **PDD Temporary State Funded Program Notice of Disenrollment (PDD Form 34)** and enrolled in the PDD Waiver as outlined earlier.

If it is determined that the child is not eligible for Medicaid, they will be disenrolled from the Temporary State Funded Program using the **PDD Temporary State Funded Program Notice of Disenrollment (PDD Form 34)** and enrolled in the PDD State Funded Program as outlined below.

State Funded Slot: The Child does not meet LOC

If a child does not meet ICF/ID Level of Care, but meets the age and diagnostic criteria, the child may be enrolled in the PDD State Funded Program to receive EIBI services if funding is available. Once the Case Manager receives the **PDD State Funded Program Notice of Slot Allotment (PDD Form 10)** from the District I Waiver Coordinator and completes all required forms (i.e. the **PDD State Funded Program Acknowledgement of Rights and Responsibilities / PDD Form 1-B**, the **PDD Program Consumer Insurance Verification / PDD Form 42**, and the **PDD Program Pre Assessment Information Form / PDD Form 43**) as identified in Chapter 5, Level of Care, pertaining to children not meeting LOC, the Case Manager should assist the family with obtaining EIBI services.

Authorize the Initial Assessment

The Case Manager should perform the following tasks:

1. Update the child's Support Plan to reflect the need for an EIBI Assessment
2. Update the child's State Funded budget on CDSS to:
 - Reflect 12 units of Case Management per budget year. Although Case Management services is not an authorized service for children enrolled in the PDD State Funded Program, it should still be reflected in the child's budget. Case Management for children enrolled in the PDD State Funded Program is billed as regular Targeted Case Management.
 - Provide the requested Third Party Liability information by checking the appropriate box at the top of the child's budget page.
 - Reflect an Assessment is to be authorized.
3. Provide the parent/legal guardian with information:
 - On all EIBI Qualified Providers in the State of South Carolina and give guidance on which providers are in close proximity to the parent/legal guardian's community.
 - Pertaining to the Responsible Party option.
4. Once the parent/legal guardian has selected an EIBI Qualified Provider, the Case Manager will authorize the Initial Assessment by completing the **Authorization for EIBI PDD State Funded Program Services (PDD Form 13)**.

Note: Providers and Case Managers must adhere to the same time frames and requirements as outlined above in the section pertaining to children receiving PDD waiver services.

Once the EIBI Qualified Provider completes the Assessment, the Provider will send a copy to the child's Case Manager and the Autism Division PDD Consultant. The Autism Division PDD Consultant will have five (5) working days to:

- Review the Assessment report and determine the number of units that will be authorized for EIBI Line Therapy services.
- Update the child's budget to include EIBI Program Development & Training, EIBI Plan Implementation, and EIBI Lead Therapy and EIBI Line Therapy. The Autism Division PDD Consultant will send the Case Manager a confirmation e-mail when the budget has been updated.

Authorize EIBI Program Development & Training/EIBI Plan Implementation/EIBI Lead Therapy/EIBI Line Therapy

Once the Case Manager receives notice that the child's budget has been updated by the Autism Division PDD Consultant, the Case Manager will have five (5) working days to:

1. Update the child's Support Plan to reflect the need for EIBI Program Development & Training, EIBI Plan Implementation, and EIBI Lead Therapy and EIBI Line Therapy.
2. Authorize EIBI Program Development and Training, EIBI Plan Implementation, EIBI Lead Therapy and EIBI Line Therapy for the child by completing the corresponding portions of the **Authorization for EIBI PDD State Funded Program Services (PDD Form 13)**. Once completed this document must be faxed to the EIBI qualified provider selected by the parent/legal guardian.

Note: Providers and Case Managers must adhere to the same time frames and requirements as outlined above in the section pertaining to children receiving PDD waiver services.

Note: The Case Manager will be responsible for monitoring the EIBI services provided as stipulated in Chapter 8, Case Management Services.

Notes: If an EIBI Provider has accepted the Assessment Authorization, but unique circumstances prevent its completion within the 30-day period and the parents still want to use this Provider, the Provider should complete the Assessment as soon as possible. If this delay occurs, the next Assessment authorized by the Case Manager should be based on the completion date of the current Assessment instead of the child's enrollment date.